

Sheraton-Fredericksburg Resort & Conference Center

Ine hospitality people of **TTT**1-95 & VIRGINIA ROUTE 3, P.O. BOX 7047
FREDERICKSBURG, VIRGINIA 22404
703/786-8321

red 1 to 10/2/86

September 29, 1986

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The staff of the Sheraton-Fredericksburg Resort and Conference Center welcomes the opportunity to serve you in connection with your forthcoming event. Certainly every effort will be made to assure it's success.

We are enclosing an Event Order form(s) in duplicate so that you may review the pertinent details as we have recorded them. May we ask that after you have checked these details, sign and return the carbon copy to us, keeping the original for your records. Please note that you are required to give a guaranteed number of attendees for any coffee breaks 48 hours in advance of your meeting. Should you have any corrections, please contact me at (703) 786-8321 x7116,

We will consider your function as mutually confirmed as soon as we receive your signed copy of the enclosed form. Upon your arrival at the Sheraton, Carl Apperson, Assistant Manager-Convention Services of James McKenney, Convention Services Manager will supervise the arrangements we have made. They may be reached through the hotel operator. If you are any questions, please do not hesitate to call us. We consider it a privilege to serve you.

Sincerely,

Jeanne S. Vice
Group Sales Coordinator

JSV/jr

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Joed Jean time to police 10/1.

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, Januar ®						
EVENT ORD	DER 10M-102	HOTEL CATERING DEPARTMENT	PREP. DATE	REF. NO.		
POST AS CIA (Do 1	not post)		DAY Tuesday	DATE 10/7/86		
DESCRIPTION			BAR TIME	MEAL TIME		
Meeting						
BILL TO			EXPECTED	GUARANTEED 16		
PO #86-D-780002-950				ee		
ACDBECENTATIVE.						
		OL-INSS, Washington, DC 2050	5	PHONE 1-281-8131		
ARRANGEMENTS		FOOD AND BE	FOOD AND BEVERAGES			
BAR		BEVERAGE AND FOOD				
BEVERAGES 10:30am	\$1.95 pp	10.30am. Coffoo too com	l-a'	1 1.		
snacks 2pm	.95 pp	10:30am: Coffee, tea, san assorted danish	ka, assorte	u sodas,		
HORS D'OEUVRES	ļ <u>.</u>	assorted dantsh				
sodas each	.95					
		2pm: Coffee, tea, sanka		•		
BARTENDERS		(16) assorted sodas				
SERVICE (%)	15					
TAX (%)	exempt	1	٠			
TOTAL	1	Set breaks on roll cart outs	ide door.	Group will bring		
MEAL	 	FOOD into room		•		
PER COVER		,				
		Group on FAP. Lunch at 12	V in Meadow	e dinnor at 6mm		
		in Meadows or Dauphines	. Collect	tickete add		
		15%, tax exempt	· OOTTECE	cickets, aud		
		-				
FLOWERS ·		j				
-						
WAITERS						
SERVICE (%)		1				
TAX (%)	1	1				
TOTAL MEETING, ETC.		+				
MUSIC						
		1				
lock change	\$90.00	1				
EQUIPMENT overhead	20.00	1				
slide proj.	20.00	†				
pad & markers	18.50	1				
TOTAL	1	1				
OTHER	1 .	ROOM SET-UP				
RENTAL	n/c		. 16			
		8am-4pm on 10/7: U shape for	Topp. Prov	ide overhead,		
SERVICE (%)	·	& slide projector w/screen a	ind Tlip cha	rt w/pad &		
TAX (%)	exempt	markers. WAter, glasses, ash		bles.		
	CACIIPE	**Safe will be delivered at 7	am.			
TOTAL AGREED.						
AGRICEU.		SPECIAL INSTRUCTIONS				
	REPRESENTATIVE	5pm-6pm Shannon's Lounge: Co	cktails. ea	ch individual		
Seame SVou		on own.	,			
June 3 174	CATERING MGR.	1	•			
={/	CATEMING MIGH.	L				

EVENT OR	DER	HOTEL	PREP. DATE	REF. NO.
FORM 28-02	10M-102	CATERING DEPARTMENT		
POST AS	C: CI	A (Do not post)	Wednesday	DATE 10/8/86
DESCRIPTION .			BAR TIME	MEAL TIME
Meeting			EXPECTED	GUARANTEED
BILL TO				16
PO #86-D-78	30002-950		ROOM(S) Lee	
REPRESENTATIVE		ADDRESS		PHONE
ARRANGEMI	ENTS	FOOD AND) BEVERAGES	
BAR		BEVERAGE AND FOOD	DEVENAGES	
BEVERAGES	\$.95 pp	10		
SNACKS		10am: Coffee, tea, sank	a	
HORS D'OEUVRES				
		1		
BARTENDERS				
SERVICE (%)	15]		
TAX (%) even pt	[_8_	Set break on roll cart o	utside door,	group will
TOTAL		bring into room.		
MEAL		FOOD		
PER COVER				
		Group on FAP, break	fast & lunch i	n Meadows
		Collect tickets, ad		
				-r
		1		
FLOWERS				
· · ·		·		
WAITERS		[
SERVICE (%)				
TAX (%)				
TOTAL				
MEETING, ETC.				
MUSIC		1		
		†		
EQUIPMENT		1		
overhead	\$20.00	†		
slide proj.	20.00			
TOTAL		1		
OTHER	,	ROOM SET-UP		
RENTAL	n/c	24 hour hold til 4pm: U	shape for 16pp	. provide
		overhead, slide projecto	r, screen. fli	chart w/pad
SERVICE (%)		& markers. Water, glasse	s, ashtrays on	table.
TAX (%)	exempt		, 	
TOTAL				
AGREED.		SPECIAL INSTRUCTIONS		
		7		

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P.O. Box 7047 • Fredericksburg, Virginia 22404 Declassified in Part - Sanitized Copy Approved for Release 2013/02/07: CIA-RDP89-00087R000200220004-2 **EVENT ORDER** 10M-102 CATERING DEPARTMENT FORM 28-02 DATE POST AS. 10/7/86 Tuesday CIA (Do not post) BAR TIME MEAL TIME DESCRIPTION Meeting GUARANTEED EXPECTED 16 BILL TO ROOM(S) PO #86-D-780002-950 Lee PHONE ADDRESS OL-INSS, Washington, DC 1-281-8131 20505 STAT **FOOD AND BEVERAGES ARRANGEMENTS** BEVERAGE AND FOOD BEVERAGES 10:30am \$1.95 pp 10:30am: Coffee, tea, sanka, assorted sodas, .95 pp 2pm assorted danish HORS D'OEUVRES sodas each .95 Coffee, tea, sanka 2pm: (16) assorted sodas BARTENDERS 15 SERVICE (%) exempt Set breaks on roll cart outside door. Group will bring TAX (%) TOTAL FOOD MEAL PER COVER Group on FAP. Lunch at 12N in Meadows, dinner at 6pm in Meadows or Dauphines. Collect tickets, add 15%, tax exempt FLOWERS WAITERS SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC \$90.00 lock change 20.00 EQUIPMENT overhead 20.00 slide proj. 18.50 pad & markers TOTAL OTHER n/c 8am-4pm on 10/7: U shape for 16pp. Provide overhead, RENTAL & slide projector w/screen and flip chart w/pad & markers. WAter, glasses, ashtrays on tables. SERVICE (%) exempt TAX (%) **Safe will be delivered at 7am. TOTAL SPECIAL INSTRUCTIONS AGREED. 5pm-6pm Shannon's Lounge: Cocktails, each individual REPRESENTATIVE on own.

GUEST COPY

CATERING MGR

. EVENT ORD		HOTEL	REP. DATE	REF. NO.	
9RM 28-02	10M-102	CATERING DEPARTMENT			
OST AS	. С	IA (Do not post)	Wednesday	10/8	
ESCRIPTION			BAR TIME	MEAL TIME	
Meeting			EXPECTED	GUARANTEED	
PO #86-D-780	0002_050		ROOM(S)	16	
10 #00-2-700	002-730		Lee		
REPRESENTATIVE		ADÓRESS		PHONE	
ARRANGEMENTS		FOOD AND BEVERAGES			
BAR	1	BEVERAGE AND FOOD		· ·	
BEVERAGES	\$.95 p	10 0-55			
SNACKS		10am: Coffee, tea, sanka	*		
HORS D'OEUVRES					
			*		
BARTENDERS		· ·			
SERVICE (%)	15	1			
<u></u>	-8-	Set break on roll cart out	side door, g	roup will	
TAX (%) yemp	+	bring into room.			
TOTAL V		FOOD		-	
PER COVER	ļ	, 555			
PER COVER	1				
		Group on FAP, breakfa	st & lunch in	Meadows.	
		Collect tickets, add	15%, tax exem	рt	
		7			
FLOWERS		1			
		7			
		·			
WAITERS		·			
WAITERS		-			
SERVICE (%)		-			
SERVICE (%) TAX (%)					
SERVICE (%) TAX (%) TOTAL					
SERVICE (%) TAX (%) TOTAL MEETING, ETC.			•		
SERVICE (%) TAX (%) TOTAL					
SERVICE (%) TAX (%) TOTAL MEETING, ETC.			•		
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC			· .		
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT	020.00		•		
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERNEAD	\$20.00		•		
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj.	\$20.00		•		
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL		POOM SET LIP			
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL OTHER	20.00	ROOM SET-UP	•		
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL		24 hour hold til 4pm: U sh	nape for 16pp,	provide	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL OTHER RENTAL	20.00	24 hour hold til 4pm: U sh overhead, slide projector,	screen, flip	chart w	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT Overhead slide proj. TOTAL OTHER	20.00	24 hour hold til 4pm: U sh	screen, flip	chart w	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL OTHER RENTAL	20.00	24 hour hold til 4pm: U sh overhead, slide projector, & markers. Water, glasses,	screen, flip	chart w	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL OTHER RENTAL SERVICE (%)	20.00 n/c	24 hour hold til 4pm: U sh overhead, slide projector, & markers. Water, glasses,	screen, flip	chart w	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD Slide proj. TOTAL OTHER RENTAL SERVICE (%) TAX (%)	20.00 n/c	24 hour hold til 4pm: U sh overhead, slide projector, & markers. Water, glasses,	screen, flip	chart w	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD SIIDE PROJ. TOTAL OTHER RENTAL SERVICE (%) TAX (%) TOTAL	n/c exempt	24 hour hold til 4pm: U sh overhead, slide projector, & markers. Water, glasses,	screen, flip	chart w	
SERVICE (%) TAX (%) TOTAL MEETING, ETC. MUSIC EQUIPMENT OVERHEAD SIDE PROJ. TOTAL OTHER RENTAL SERVICE (%) TAX (%) TOTAL	n/c exempt	24 hour hold til 4pm: U sh overhead, slide projector, & markers. Water, glasses,	screen, flip	chart w	

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